THE UNIVERSITY OF HULL

DREAM USER MANUAL

Manual 3
Document Input in DREAM

CONTENTS

1. DOCUMENT INPUT SCREENS

To enter data into DREAM you must find the appropriate document input form **(UDI)** to enter it on. Each **UDI** is attached to a **Document Type** within DREAM. The full list of Document Types is available by running the Documents Query in Sorsis for Dream. Authorised DREAM users outside Central or Faculty Finance Offices have access to a **limited number of Document Types for input purposes.** These are:

JRNL	Transfer Journal
XFAC	Inter-Faculty Journals
SOIN	Sales Order Invoice

How to use each of these Document Types, and the Input Forms that go with them, is covered in this Manual.

2. INPUT FORMS

2.1 SELECTING AN INPUT FORM

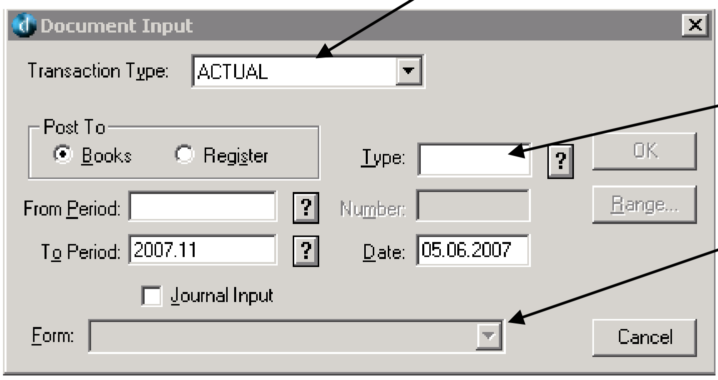
There are several different ways of selecting the required form.

- click on the **pencil icon on the Toolbar**  ;
- click on **OPTIONS** from the **Menu Bar** along the top of the screen then click **DOCUMENT INPUT**;
- press **CONTROL J**.

Any of these will display the **Document Input** selection screen shown below. Which one you use is entirely your choice, although you will find that using the **pencil icon** is the most popular.

The date and period appear automatically.

The TRANSACTION TYPE should always be set to ACTUAL



Select the TYPE required by pressing the ?

Then select the FORM you require; options available will be dependent on the document type you have chosen. Press OK. If there is only one form available, this area will be greyed out.

2.2 INPUT FORMS – COMMON ELEMENTS

There are a number of elements that are common to all input screens.

- At the top left there is the **University of Hull logo** with the **name of the input screen**.
- At the top right you will see the **date, the period and year** the document will post to, the **document type** and the **document number** (the system will sequentially number the document types).
- **DO NOT RESIZE THE INPUT SCREENS – THESE HAVE BEEN DESIGNED TO BE THE CORRECT SIZE FOR THE TYPE OF INPUT INVOLVED**
- If you are entering data or narrative into an input screen which you want to be **<u>exactly</u>** the same as is in the field immediately above it, **enter a full stop (.)** then tab over and the line above will be **copied.**
- To **post** a document press **F9.**
- You **cannot tab out of a table**. If you need to move outside the table once you have entered it **use the mouse**.
- On each input screen there is an **Authorised By** field. You should enter the username of the individual who is the authorised signatory on the codes you are using.
- When in a table **use tab to move forward** through the fields and **shift-tab to move backwards** through the fields. If the cursor is on a **mandatory field** you must **enter a value or text** in that field before the cursor will allow you to move.
- If you need to **delete a row** in a table, or have unintentionally tabbed onto a new row, click on **<u>P</u>ost, on the menu bar and select delete row**.
- Where possible use the tab key to navigate the screen.
- All input screens have the system coding rules embedded and will not post if there is a **coding error**
- Any **error messages** will appear in the **bottom left corner of the screen**
- To **review** the document you have recently input press **<u>F</u>ile/Recent Doc<u>u</u>ments.** This will list the **last four documents** you have input. Select the document you require.
- If you have input and posted a document and realise that it is incorrect do not try and correct it, contact the **Systems Office (Tel 6560/6860)**.
- When more than one user is **attempting to post the same document type at the same time**, the system may give you a message to say that your **document number has already been used, and has allocated you the next number**. Click OK if this happens.

3. TRANSFER JOURNAL

This document input form is used for three purposes:

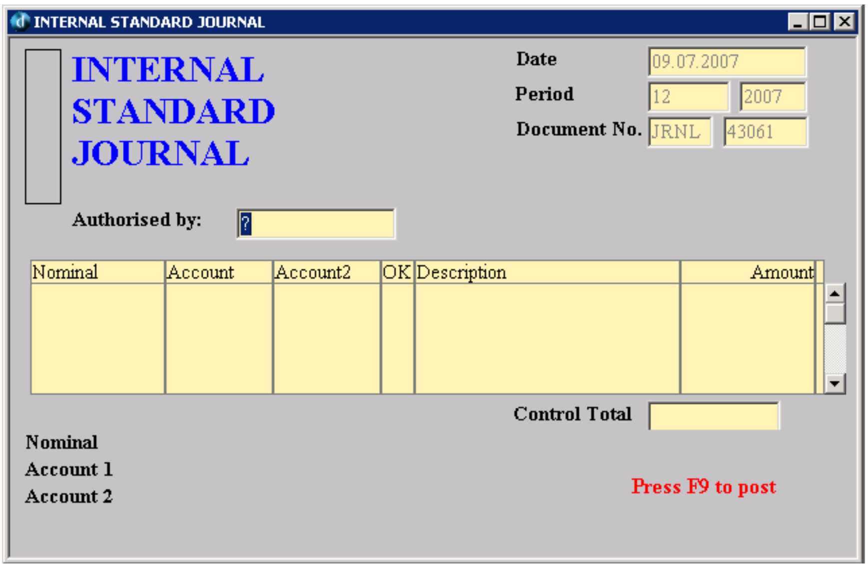
(i) Entries within a department
(ii) Entries between departments where both parties have agreed the entry in both departments. **This will mean the originator must have access to post in the recipient department's books.**
(iii) Entries by Central Finance

This form is **not** to be used for journals on Research Account 1's. Please see **Section 4 Research Journals**

From the Document Input Selection Screen

Type: **JNRL**
Form: **JOURNAL**

The following screen will be displayed:



Authorised by

Your cursor will be in this field when the screen opens. Press the Tab key on the keyboard to bring up a drop-down list of the individuals who can authorise documents. This is the individual who is the **authorised signatory on the nominal /account**.
The user name of the authoriser appears on all document reports and cannot be removed. **Please remember therefore to obtain authorisation before completing the document.**
Highlight the user authorising the document and click on Select, or highlight and double click. The cursor will then move into the table.

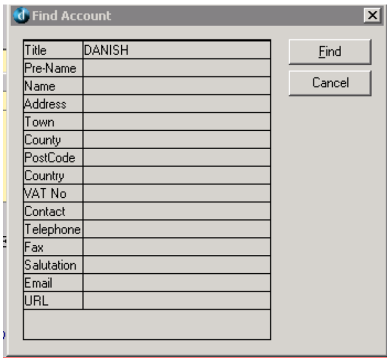
Nominal

You can either type the Nominal code into the field or press Tab which will bring up a list of the Nominals that you have access to. Either move the cursor down the table until you reach the Nominal you want to select, or type in the first part of the nominal which will highlight the first Nominal beginning with the digits you have entered.
Once you have selected the Nominal you need, either double click or highlight and click on Select.

Tab into the Account field.

Account

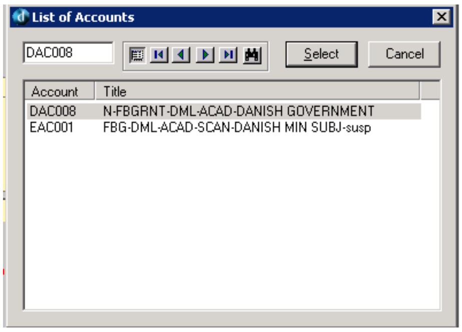
You can either type the Account code into the field or press Tab which will bring up a list of the Accounts that you have access to.
In addition on the List of Accounts box there is a **search facility**. You access this by clicking on the button which displays the following box



If you know that part or all of the title of the Account you can type it into the Title and it will find all accounts which contain that title. If you are searching on a Creditor or Debtor Account you can also search on other master data such as address and postcode.

The buttons can be used to go to the next or last Account which con tains the given criteria or to go back one or go back to the first Account.

If you click on the button after you have input your search criteria you will see a list of the Accounts with that Criteria. The example below shows all the Accounts with the word Danish in the title



Once you have selected the Account you need, either double click on it, or highlight and click on Select.

Tab - If an Account2 is required the cursor will stop in the Account2 field, if not the cursor will move to the Description field.

If the coding rules are broken (see 02 Manual Coding Rules) then an **N** will appear in the **OK** column and an error message will appear in the bottom of the form in red to show what type of error has been made on that line. You will **not** be able to post the document until the error or errors on each line have being corrected.

Description

Enter a meaningful description. Each has a maximum length of **30 Characters**.

Tab into the Amount field.

Amount

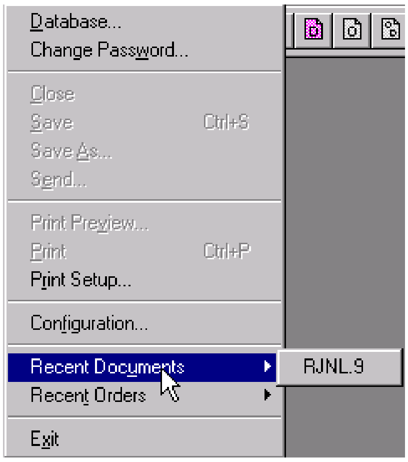
Enter the debit amounts as positive numbers and credits as negatives.

Tab into the 'rest field'. **Tab** again if this is not the last line of the journal.

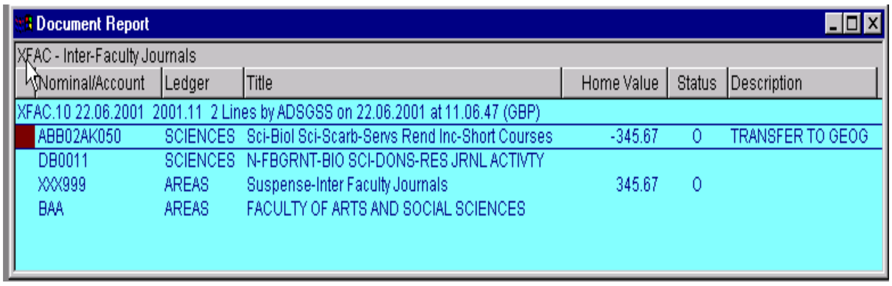
Repeat the sequence for all lines in the journal. There is no limit to the number of lines you can enter on the journal. You will see that as you select the **Nominal**, **Account** and **Account2**, the description of your selection appears at the bottom left of the input screen. If you are entering multiple lines, the descriptions are for your entries on the current line.

When the entry is complete, the **Control Total Field should be '0.00'**. Press **F9** to post. If the Control Total Field is **not** '0.00' or if there are coding errors, the document will **NOT** post.

Having successfully completed the document, **the entry now appears in the books.** If you want to review the postings made, select **File-Recent Documents** – this shows the last four documents you have posted.



Having selected the document from the Recent Document menu, clicking on your document reference number will pull up a document report as below:



By pressing the right button on the mouse, you can pull up a list of the options available to you to customise the Document Report. These options are set out in detail in **Section 1 of the "Reporting in DREAM" Manual**.

4. RESEARCH JOURNALS

This document input form is used for any **journal entry that has postings to a Research Account 1**. This therefore covers all Accounts that have a **Funding Source identifier** (the first digit of the Account) of **L (Research Support Fund), W (Research Investment Fund), X (TCS & KTP), Y (Research Grants) and Z (Research Contracts).**

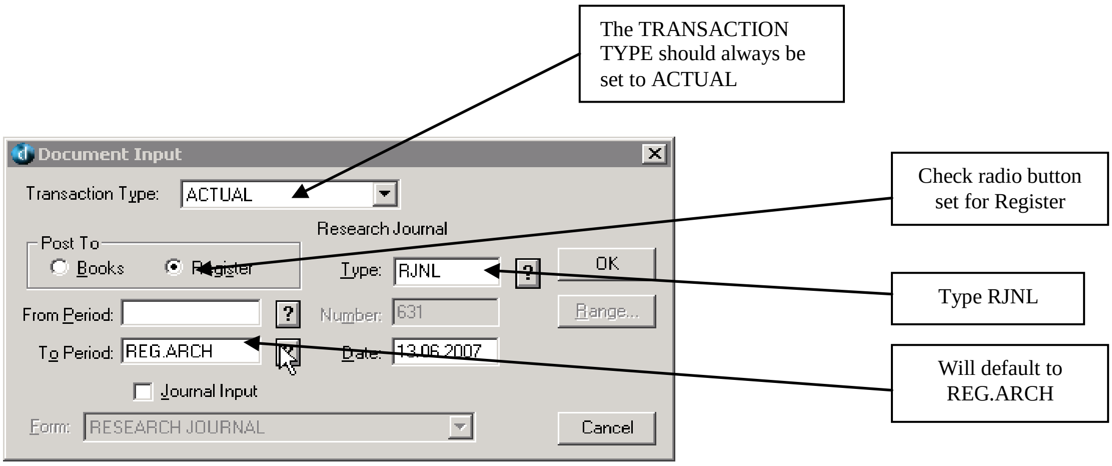
This is a specific document input form to **enable Post Award Finance to authorise** all entries to Research Accounts.

4.1 CREATION OF THE JOURNAL – FACULTIES etc

From the Document Input Selection Screen

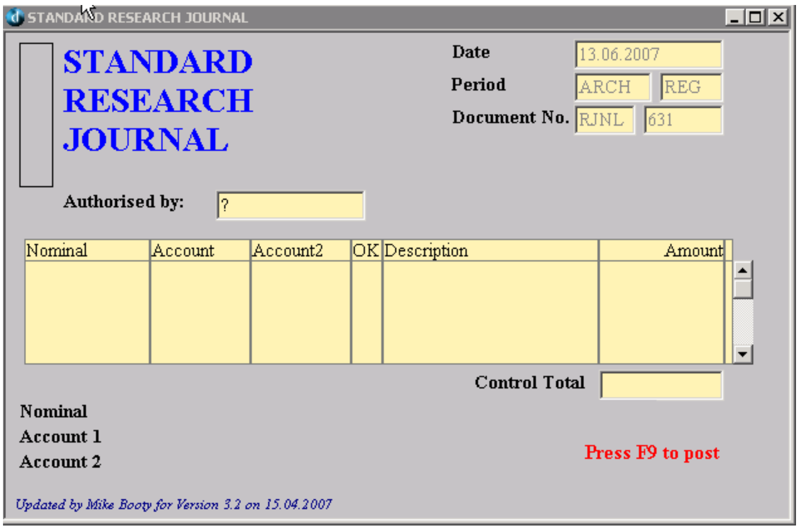
How you complete the Select Screen Field differs from that for the other journal input forms.

The originator posts this document input form to a **REGISTER**, rather than directly to the books, to enable the Research Office to review the entry before posting to the books. For this purpose, a Register called **ARCH.REG** has been created, into which all RNJL documents are posted by the originator.



Click OK.

This will pull up the **Research Journal Input Form**



You will note that on the input screen, instead of the current period and year, **ARCH and REG** are shown.

Authorised by Your cursor will be in this field when the screen opens.

This screen now works the same as a normal Journal so just follow the instructions as laid down in **Section 3 Journal Transfer.**

It is important to remember that documents are **not posted to the books** at this stage, although they can be viewed in DREAM. You can review the postings through **File – Recent Documents**

Having selected the document from the Recent Document menu, clicking on your document reference number will pull up a document report as below - you will see that the Period and Year posting reference is **ARCH REG**.

Document Report

RJNL - Research Journal

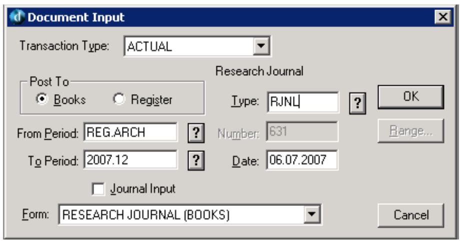
Nominal/Account	Ledger	Title	Description	Home Value	Status
RJNL.646 06.07.2007	REG.ARCH	7 Lines by ABSJMM on 06.07.2007 at 15:17:37 (GBP)			
ABB01FH040	SCIENCES	BIO SCI-HULL-FACULTY MATS & CONSUMABLES	LAB CHARGES TO 6/7/07	78.09	R
ZBB680	SCIENCES	RG-BIOSCI-FEC-DEUTCHE FORSCH-VONCKEN			
ABB01FH040	SCIENCES	BIO SCI-HULL-FACULTY MATS & CONSUMABLES	LAB CHARGES TO 6/7/07	78.09	R
RBB334	SCIENCES	CORE-BIO SC-DR FRANK VONCKEN			
ABB01FH040	SCIENCES	BIO SCI-HULL-FACULTY MATS & CONSUMABLES	LAB CHARGES TO 6/7/07	78.09	R
RBB322	SCIENCES	CORE-BIO SC-CHAN KUNAN YOOW			
ABB01FH040	SCIENCES	BIO SCI-HULL-FACULTY MATS & CONSUMABLES	LAB CHARGES TO 6/7/07	78.08	R
RBB365	SCIENCES	CORE-BIO SC-PRICILLA PENA-DIAZ			
ABB01FH040	SCIENCES	BIO SCI-HULL-FACULTY MATS & CONSUMABLES	LAB CHARGES TO 6/7/07	78.08	R
RBB316	SCIENCES	CORE-BIO SC-MOHAMED SAID NOAH BESSAT			
ABB01FH040	SCIENCES	BIO SCI-HULL-FACULTY MATS & CONSUMABLES	LAB CHARGES TO 6/7/07	78.08	R
RBB247	SCIENCES	CORE-BIO SCI-KLAUS ERSFELD			
ABB01FH040	SCIENCES	BIO SCI-HULL-FACULTY MATS & CONSUMABLES	LAB CHARGES TO 6/7/07	-468.51	R
RBB023	SCIENCES	CORE-BIOSCI-BIOCHEMISTRY LAB-B303			

By pressing the right button on the mouse, you can pull up a list of the options available to you to customise the Document Report. These options are set out in detail in **Section 1 of the "Reporting in DREAM" Manual**. If you add **the User Fields** to the Columns you want to see on the Document report, you will find that the name of the **Originator** of the document appears in **User Field 1**. User Fields 2 and 3 are not used. The name of the **Originator** appears in the **User Field 1** even after the document has been authorised and posted by Post Award Finance.

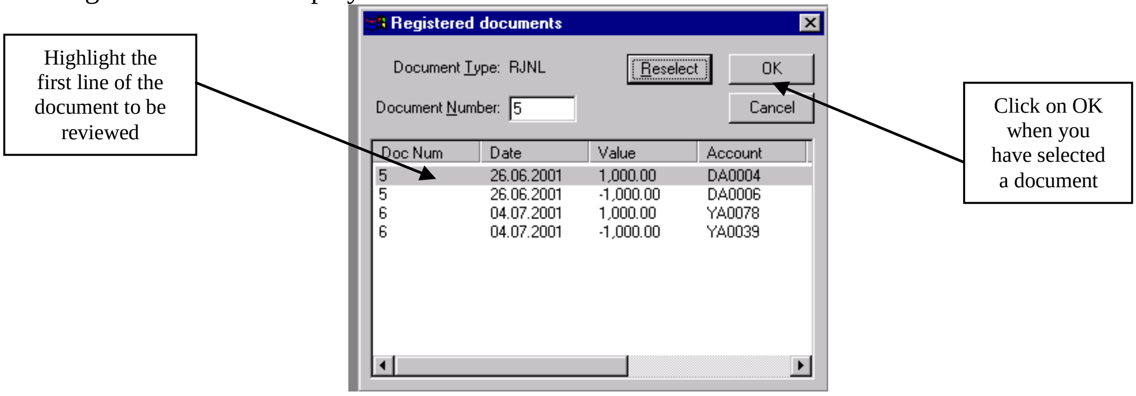
4.2 AUTHORISING THE JOURNAL (POST AWARD FINANCE ONLY)

To **review or accept** a Research Journal, click on the pencil icon as normal to generate the Document Input Selection Screen [figure 1.] Choose Type **RJNL** using the '**?**' next to the box. The box **"To Period"** will have defaulted to **REG.ARCH**.

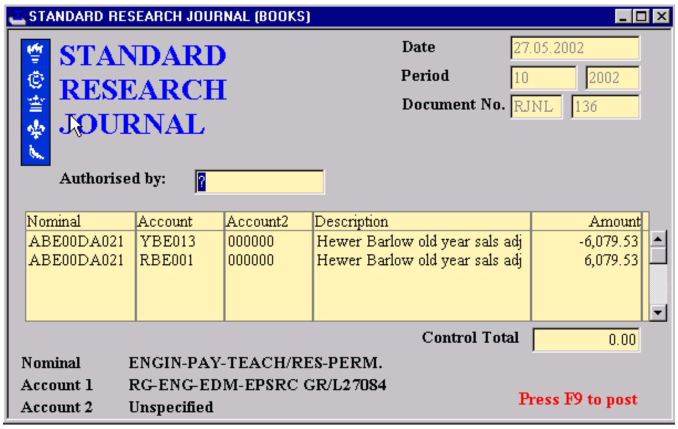
- Change the **'Post To**' button to "**Books**".
- Set the **'From Period**' using the **'?'** to "**REG.ARCH**". The "To Period" will change to the current posting period for Journals once the radio button is changed to "Books".
- Select **RESEARCH JOURNAL (BOOKS)** from the Form drop-down.
- Press **OK** to proceed.



The following screen will be displayed.



This lists the individual documents posted through RJNL currently in the **REG.ARCH** register awaiting clearance by Post Award Finance.
Having pressed **OK** to proceed, the following screen will be displayed. This displays the document that was created by the Originator, the only change being that the Year and Period now show the current year and period for Journals in the books.



Authorised by Your cursor will be in this field when the screen opens. The member of staff in Post Award Finance must authorise the journal and press **F9** to post.

If an amendment is needed to the Research Account posting, the Post Award Finance can make the change; it is recommended that they notify the originator before doing so. If the document is not to be posted at this stage, then press **F4** key to clear the form. The document will remain unchanged in the Register.

If the entry is not approved following conversations with the originator then the original entry into the Register should be deleted. The originator should contact the **System Office (6560/6860)** to delete the document.

Once the document has been posted using the **F9** key, the registered document screen will re-appear. If another document in the Register is to be reviewed, follow the selection process as described above, if not click Cancel.

If you want to review the postings made, select **File - Recent Documents** and click on the document reference, this will pull up a document report. The postings will now show the **period & year** the document has been posted to, rather than **REG.ARCH.**

Right click anywhere in the body of the report to show the options to customise your report. These options are set out in detail in **Section 1 of the "Reporting in DREAM".** The authorisers of both the original charge and the approval from the REO are shown as **User Fields 1 and 2**

5. SALES INVOICING

This document input form is used to create a sales invoice (SOIN) directly in DREAM.

The **process to create a sales invoice** is as follows:

- The user creates **Sales Invoice** document in DREAM
- As the user posts the document (F9) the invoice is automatically printer on the user's local printer
- A pdf copy of the invoice is attached to the document in Dream, accessed via a document report (view attachments)

Sales Invoices are represented by **Document Type SOIN**, and has **two input forms** attached to it:

Sales Invoice UK – **UK** Customers
Sales Invoice Overseas – **Overseas** Customers

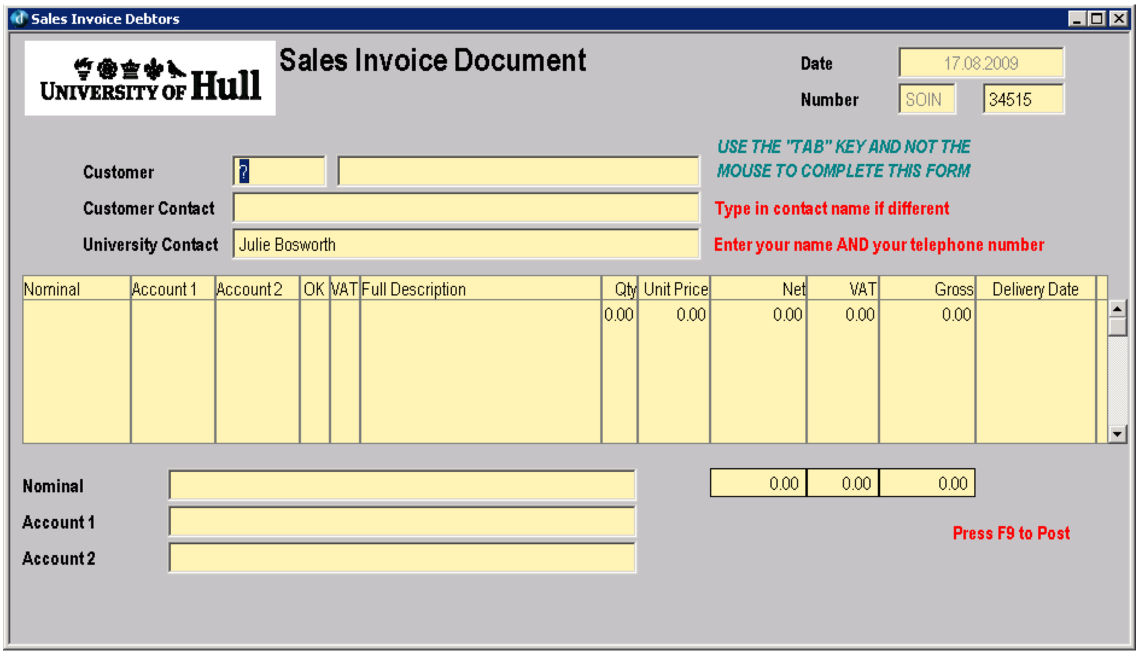
5.1 TO INPUT THE DOCUMENT

From the Document Input Selection Screen

Type: **SOIN**
Form: **Sales Invoice UK or Sales Invoice Overseas**

Select **Sales Invoice UK** for a UK based customer and **Sales Invoice Overseas** for an Overseas-based customer.
Click on **OK** to open the **Sales Invoice** input form.

To give you the opportunity to review information about the customer you select, particularly to verify that you have made the correct selection, DREAM has a **Contact Information** feature. Select **View - Contact Information** (from the Menu bar across the top of the screen). A green Account Information box will open, move it out of the way of the Sales Invoice document screen



Customer There are a number of ways of selecting the **correct customer** account:

- If you know the Customer account enter it in the field; or
- Enter a postcode (with no spaces) and tab over the field this will **display a screen** with the relevant **Customer numbers and names** to enable you to locate the correct number (only UK); or

- Tab over the field, this will **display a screen** with all the **Customer numbers and names** to enable you to locate the correct number. This screen also has the search facility which is detailed on pages 5-6 (above)

Choose the customer you require, and click on **Select.** When you have selected an account the **Contact Information box** will tell you the **Customers Name and Details** so that you can ensure you have made the correct selection.

If the Customer does not have an account contact Anne Coates in Finance by email or send her a form (found on the Intranet) to set up a new one. You cannot proceed with creating the Sales Order until the customer has been created in the master file.

Customer Contact The data held in the master data table for the **Customer Pre-name** will appear and will be printed as the top line of the address on the invoice. There is a maximum of 30 characters for the Customer Contact field.
If **nothing** appears in the **Customer Contact** field then there is **no data** held as the **Pre-name**.
If the **Prename** is **not the name you want the invoice to be sent to** overtype the data in the Customer Contact field with the name you wish the invoice to be sent to

UoH Contact Your name will default into it. Amend as required and add a contact number, this will appear on the invoice as a **contact name and telephone number**. There is a maximum field length of **30 characters** for the name and address.

ADDITIONAL FIELDS ON OVERSEAS SALES INVOICES

When raising an Overseas Sales Invoice (NewSalesDoc(For)) there is are 2 additional fields:

Currency This field cannot be changed but shows the currency the account is set up on.
If the currency is anything other than GBP (£) the value you enter on the Sales Invoice Request screen **must** be entered **in the currency of the customer, as shown in the Currency box**, (i.e. If you enter 90 on a customer set up in USD, an invoice will be raised for $90 not £90).

If you have an invoice to raise where you know the **£ value** but need to enter in a **currency** contact **Dave Crooks, Accounting Services (5323)** who will give you the current currency conversion.

Type of Supply: Tab over the field and select whether you are invoicing for goods or services.
The cursor will then move into the **table**.

TABLE ON BOTH FORMS

Nominal Either type the Nominal code into the field or press tab to bring up a drop-down list of the nominals that you have access to. Once you have selected the Nominal you need, either double click on it, or highlight and click on Select then tab.

Account Follow the same process for selecting an Account as for a Nominal.

Account2 If there is an Account2 attached to the selected Nominal. Follow exactly the same process for selecting a Nominal and Account. If there is no Account2 attached, the cursor will have moved to the description field.

OK If the coding rules are broken (see 02 Manual Coding Rules) then an N will appear in the OK column and an error message will appear in the bottom of the form in red

showing what type of error has been made on that line. You will **not** be able to post the document until the error or errors on each line have being corrected.

VAT For UK Sales invoices there are VAT rules embedded. If either the nominal or ac count does not have VAT rules set up in the system you will **not** be able to post the document. Contact Accounting Services on 5223.

Description Enter a description for this line of the invoice. The description should be meaningful and be a maximum length of **250 characters.**

Quantity Enter the quantity.

Unit Price Enter the price per unit.

The document will automatically calculate the **Net Value (exc. VAT)** and moves the cursor to the **VAT** field. DREAM has been customised for the University to automatically calculate the **VAT** based on the Nominal and Account combination selected in the **Sales Order** document.

If you believe that the calculated VAT value is, for your sales order, incorrect, you are able to overtype the VAT amount with 15% of the Net Value if the calculated value is Nil, and vice-versa. If you are unsure as to whether VAT is chargeable on your sales order, contact Pam Beecroft, Accounting Services (5223).

Delivery Date Enter the delivery date of the goods or services. It is recommended that you com plete this field, as it is a VAT requirement to show the delivery date of all goods and services on your invoices.

Repeat the sequence for all lines. There is **no limit** to the number of **lines** you can enter. If you inadvertently tab onto a blank line, you can remove it by selecting **Post – Delete Row. Don't** use a new line for the purpose of inserting extra description without any costs as this will prevent the invoice being printed.

When the entry is complete, the **Control Total field** will show the **total value** of your Order, showing the Total Net, VAT and Gross Values.

When your document is complete, Press **F9** to post. As you post the document the invoice will print on your local printer and a copy of the invoice saved and attached to the sales invoice.

You can view the invoice by running a document report and selecting Document, View Attachments from the menu

6.0 SALES CREDIT NOTES

The manual process for requesting a **Sales Credit Note** has changed – the **Sales Credit Note Request** form is shown in Appendix II of this Training Manual and can also be found on the University Portal, Services & Support, Finance Office, Financial Procedures, 2. The request should be printed on pink paper.

The key requirements for submitting the credit note request form are:

- **One** request form must be submitted for a credit against **each invoice**
- The **original invoice number in** DREAM (SOIN) the credit note refers to must be **quoted** on the form.
- An attachment showing the **lines of the invoice to be credited** (see below) must be attached
- The **reason for the credit note** being raised must be **meaningful** – this is shown on the actual credit note sent to the customer
- The **nominal and account** (Analysis Details) must show the **same codes** as the **original invoice**
- Ensure that the form is properly **Authorised**

Which Lines of the Invoice are to be Credited?
The input screen for creating a Sales Credit Note, in Finance, requires the entry of the line number of the original invoice. For ease of use we have created a query in the 'General Reports' to give this information and it should be attached to the back of the Sales Credit Note request.

In Sorsis for Dream 'General Reports'
Open **- Query: Credit Note Attachment**.
Invoice Type: Select either SOIN or FINV from the drop down
Invoice No: Enter the SOIN or FINV number you wish to credit

Print the detail, highlight the row(s) you wish to credit and attach to the back of the Sales Credit Note request. When complete it should be sent to Debtors Control, Finance.

7.0 ACCRUALS & PREPAYMENTS

Accruals & Prepayments are posted to Dream using the Accrual Application in Sorsis for Dream. This is used for both period-end and year-end accruals and prepayments. The application is held in the report group called **Accruals**.

In addition there is an excel file called 'Accruals SS Template for Users.xls'. This is in the same format as the application and enables the user to build up their accruals/prepayments, save them and copy them into the application once complete. It is sent out with the year-end instructions.

The user can complete their accruals directly into the application but they must then be posted immediately as there is not facility to save them. When entering the figures directly you can use a full stop and tab to copy the line above (as in Dream).

Accruals Application
In report group 'Accruals' highlight 'Application: Accruals & Prepayments' and press preview. The application has 5 worksheets:

A. Accrued Expenditure (ACCR) : Only allows entry of positive values & only allows entry of I&E Expenditure nominals or AJD000/AJE000
B. Accrued Income (PPAY) :Only allows entry of negative values & only allows entry of I&E Income nominals
C. Prepaid Expenditure (PPAY): Only allows entry of negative values & only allows entry of I&E Expenditure nominals or AJD000/AJE000
D. Income in Advance (ACCR): Only allows entry of positive values & only allows entry of I&E Income nominals
E. Accrued Debtor Credit Notes (ACCR) :Only allows entry of positive values & only allows entry of I&E Income nominals

Complete the top section first:
- 'Faculty' selection determines the control line account 1
- The name in the 'Department' field posts to the description on the control line
- The name in the 'Created by' field posts to the userfield2 on the document
- The period selected will be the current period at standard month end and any of 12,13 or 14 at year end

Then enter the accruals & prepayments on the appropriate sheets
- Each sheet posts separately. When you have completed the sheet press the 'Post' button.
- A log-in box will appear, enter your Dream USERID and Password. The application will then validate the entries against the rules on the system
- If there are coding errors you will see 'Sorry Verification Failed'. Press OK. Any errors will be highlighted in pink
- Place the cursor over the pink cell and a comments box will appear advising you why the posting has failed
- Correct the errors and press the 'Post' button again
- If there are no errors you will see 'Posting was successful'. Press OK. The document date and number are now allocated
- If you require a hard copy of your accruals highlight the area you wish to print and print just that selected area
- Check the postings in Dream using the document number allocated and also the number after for the reversal
- When you close the application use File and Exit

Checking the entries you have made

It is the Finance Officer's responsibility to check the department's accruals & prepayments are accurate and complete. Run an account report with the following criteria:

Ledger	Areas
Account	Select the appropriate account
Period	Enter the period to which you have posted your documents
Doc Date	Enter the document date, this will ensure you only see the entries you have just posted and not the reversals from the previous period
Tick 'Combine in One Window'	
Subtotal	By nominal

This report will show you all the documents you have posted

8. INTER DEPARTMENT / FACULTY JOURNAL

This document input form is used for any transfers between departments and faculties/areas of the University, where the recipient needs to both approve and code the charge in their books. The process works by having different document input forms for the Originator and the Recipient, and relies on the originator notifying the recipient by e-mail that the document is awaiting their attention.

8.1 ORIGINATOR

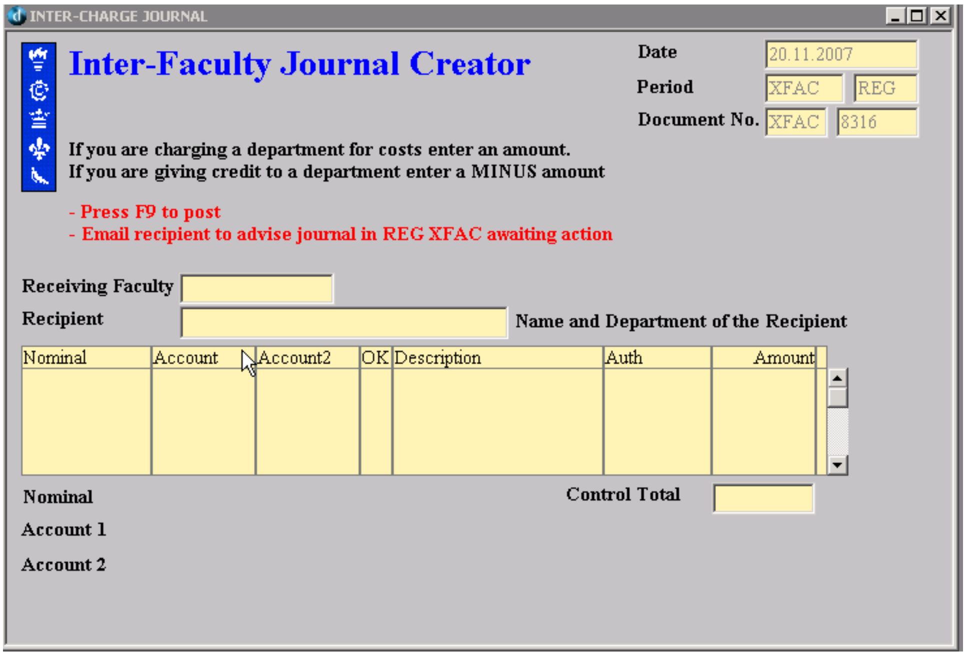
Click on the pencil icon to open the Document Input selection screen

Click on the ? to the **right of the 'Type'** box and select **XFAC**.

This changes the **Post To** button from Books to **Register**, and confirms that the document you create will be posted to a **DREAM Register**, not directly to the accounts. This is because until both originator and recipient have completed the document it does not become live in Dream.

Click on the **OK** button. This will pull up the 'Originator' document.

The document is defaulted to post to a **"Register Period"** which is shown in the boxes at the top right as **REG.XFAC.**



WHEN ENTERING VALUES, IT IS IMPORTANT TO GET THE SIGNS CORRECT.
If you are **charging** a department for costs **enter an amount**
If you are **giving credit** to a department **enter a minus amount**

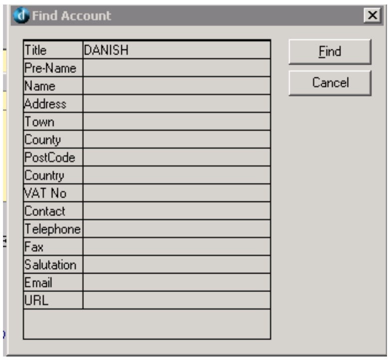
Receiving Faculty Your cursor will be in this field when the screen opens. Press the tab , this will bring up a **drop-down list** of the Faculties / Areas of the University set up within DREAM.
Highlight and **double click** on the receiving location or **press Select**. The cursor will then move to the **Recipient** field.

Recipient To ensure that name of the person you are sending the document to is part of the **posting** in DREAM; enter the **name and department** of the recipient. The cursor will then move to the table.

Nominal Either type the Nominal code into the field or press tab to bring up a drop-down list of the nominals that you have access to. Once you have selected the Nominal you need, either double click on it, or highlight and click on Select then tab.

Account Follow the same process for selecting an Account as for a Nominal.

On the List of Accounts box there is a **search facility**. You access this by clicking on the button which gives you the following box



If you know that part or all of the title of the Account you can type it into the Title and it will find all accounts which contain that title.
The buttons can be used to go to the next Account which contain contains the given criteria or last Account which has the given criteria. Also to go back one or go back to the first Account.
If you click on the button after you have input your search Criteria it will only show you the Accounts with that Criteria. The example below shows all the Accounts with the word Danish in the title.

Once you have selected the Account you need, either double click on it, or **highlight** and click on **Select.**

Account2 If there is an Account2 attached to the selected Nominal. Follow exactly the same process for selecting a Nominal and Account. If there is no Account2 attached, the cursor will have moved to the description field.

OK If the coding rules are broken (see 02 Manual Coding Rules) then an N will appear in the OK column and an error message will appear in the bottom of the form in red showing what type of error has been made on that line. You will **not** be able to post the document until the error or errors on each line have being corrected.

Description Enter a description for this line of the entry. The description should be a meaningful one, and has a maximum length of **30 Characters**.

Authorisation This document input form has the ability to enter an authorisation on **each line** if required. Press Tab again to bring up a drop-down list of the individual users who can authorise the line. This means authorised to spend on the account. Please remember therefore to **obtain authorisation before** completing the document.

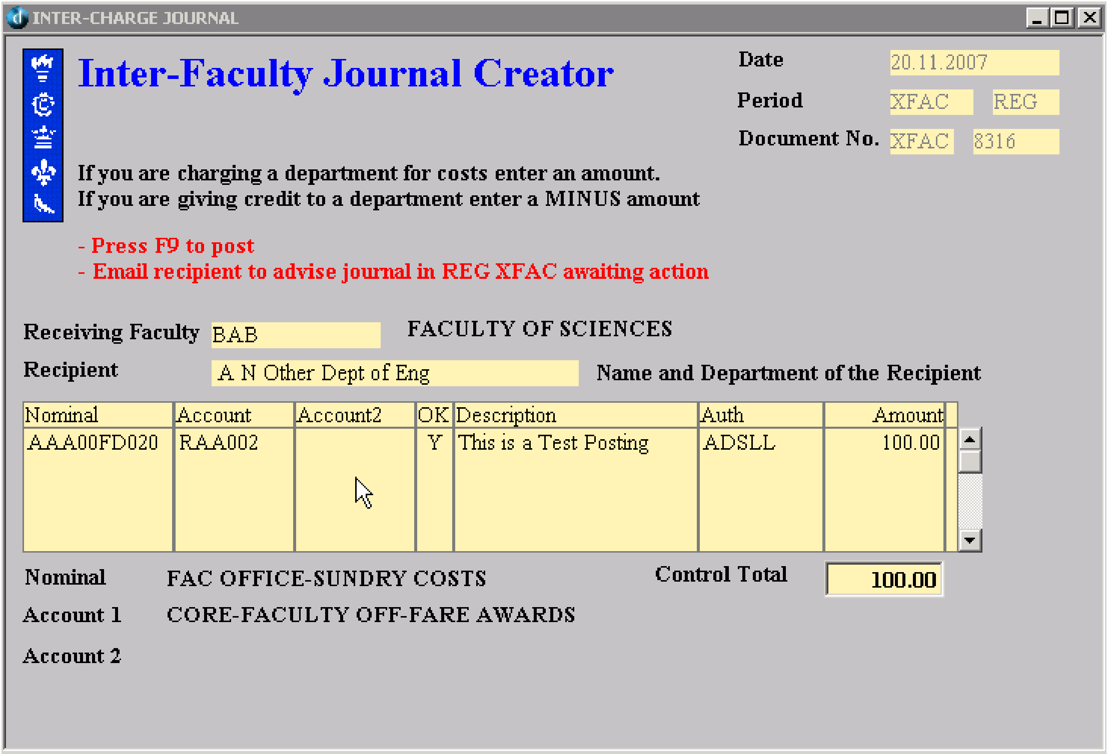
Highlight the user name and **double click**, or click on **Select.** This places the authorised user in the **Auth** field on the document.

Amount Make sure you follow the earlier rules to get the **sign correct** on your entry.

Press Tab to move the cursor to a 'rest' field. Press Tab again if this is not the last line of the journal. Repeat the sequence for all lines in the journal. There is no limit to the number of lines you can enter on the journal.

The **Nominal, Account and Account2**, the **description** of your selection appears at the **bottom left** of the input screen. If you are entering multiple lines, the descriptions are for your entries on the current line.

When the entry is complete, the **Control Total field** will show the **total value** of your document.


INTER-CHARGE JOURNAL

Inter-Faculty Journal Creator

Date 20.11.2007

Period XFAC REG

Document No. XFAC 8316

If you are charging a department for costs enter an amount.
If you are giving credit to a department enter a MINUS amount

- Press F9 to post
- Email recipient to advise journal in REG XFAC awaiting action

Receiving Faculty BAB FACULTY OF SCIENCES

Recipient A N Other Dept of Eng Name and Department of the Recipient

Nominal	Account	Account2	OK	Description	Auth	Amount
AAA00FD020	RAA002		Y	This is a Test Posting	ADSLL	100.00

Nominal FAC OFFICE-SUNDRY COSTS

Control Total 100.00

Account 1 CORE-FACULTY OFF-FARE AWARDS

Account 2

Press **F9** key to post the document when it is completed.

You must then **e-mail the recipient** to advise them that there is an XFAC document for them to review and complete ensure that you tell them the number of the document.

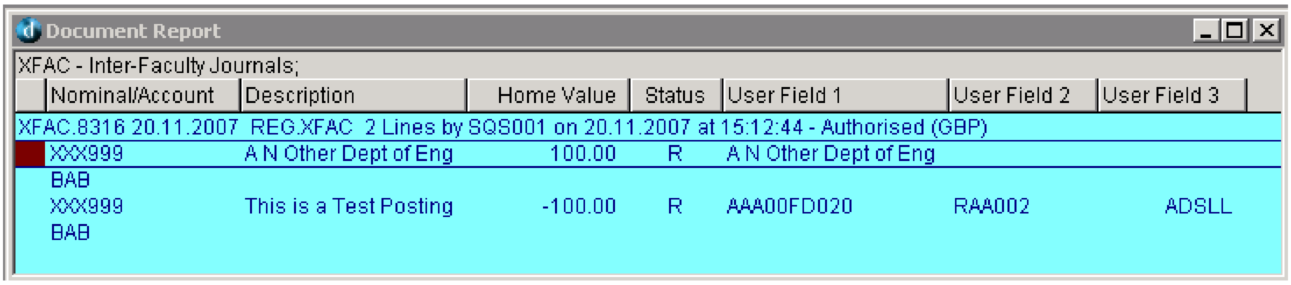
It is important to remember that this document has NOT been posted to the books, as it is in the REGISTER area awaiting the recipient completing their side of the document.

If you want to review the postings made, select **File – Recent Documents**. This will list the last four documents you have created. Double click on the first document listed.

Having selected the document from the Recent Document menu, clicking on your document reference number will pull up a document report as below. You will see that the codes you entered on the document do **NOT** show up as the Nominal / Account1 – instead DREAM has posted your entry to **Suspense Codes – Nominal XXX999** and **Account1** the same as the **Recipient Faculty** you entered on the document**.**

DREAM does this to enable the document to be completed when the recipient has added their codes. While the document is still in the **Register** awaiting completion, DREAM has placed your **codes** in columns called **User Fields 1,2 and 3**. To be able to see them, **right click** anywhere in the body of the report and select **Columns**

from the options. Highlight **Userfields 1, 2, and 3** on the selection screen and **click OK.** Also in **UserField 3** is the **authoriser's user ID** you entered on the document. The description on the other line on the entry contains the **name and department of the Recipient** you entered on the document



If you are the originator **it is your repsonsibility** to ensure that recipients clear your documents as quickly as possible. Leaving them incomplete will mean that the entries are not in your accounts. You should contact the recipient if you document is not cleared in a reasonable timescale. If a document requires cancelling contact the Systems Office (6560/6860).

THE FINANCE OFFICE WILL DELETE ALL XFAC DOCUMENTS, WHICH HAVE NOT BEEN COMPLETED AFTER THREE MONTHS & AT THE YEAR END.

8.2 RECIPIENT

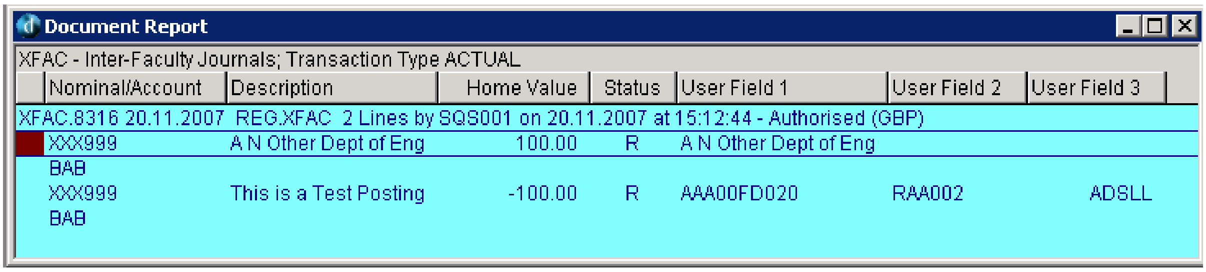
When you receive an email from the Originator quoting the document number, run a document report by clicking on the icon on the menu bar. This will pull up the document report selection screen.

Transaction Type Should always be ACTUAL

Document Type XFAC

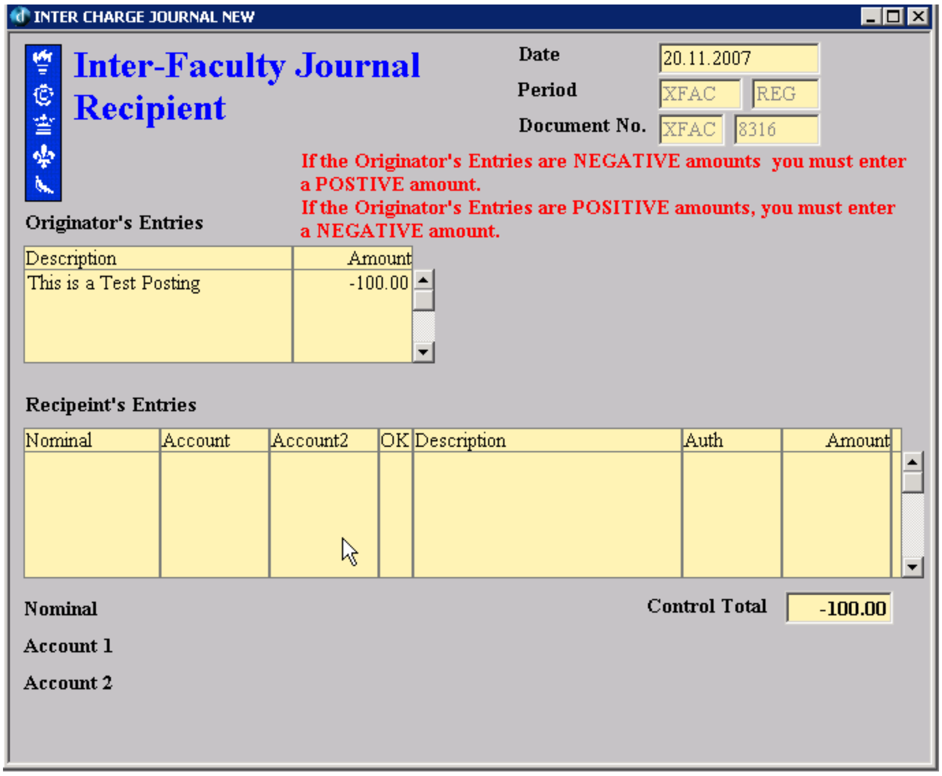
Number box. The number the Originator gave you. If you want to review a number of sequential documents, enter the first Document Number in the first box, and the last Document Number in the '**to'** box). Click on **OK.**

The document report displayed as follows:



Click on **Document – Change Document** from the menu bar

This will open the Recipient Document for you to complete.



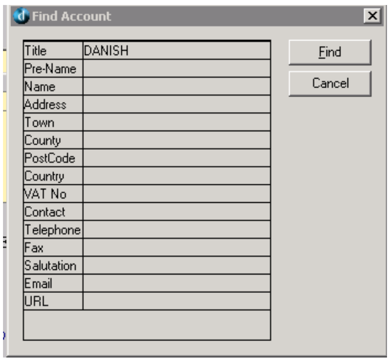
If any other document format is displayed, do not proceed any further. The configuration of your screen is incorrect. Please call the Systems Office (6560/6860) to have your configuration changed.

The document will show the detail of the charges/credits the **Originator** is wants you to accept.

Nominal Either type the Nominal code into the field or press tab to bring up a drop-down list of the nominals that you have access to. Once you have selected the Nominal you need, either double click on it, or highlight and click on Select then tab.

Account Follow the same process for selecting an Account as for a Nominal.

On the List of Accounts box there is a **search facility**. You access this by clicking on the button which gives you the following box



If you know that part or all of the title of the Account you can type it into the Title and it will find all accounts which contain that title.

The buttons can be used to go to the next Account which contain contains the given criteria or last Account which has the given criteria. Also to go back one or go back to the first Account.

If you click on the  button after you have input your search Criteria it will only show you the Accounts with that Criteria. The example below shows all the Accounts with the word Danish in the title.

Once you have selected the Account you need, either double click on it, or **highlight** and click on **Select.**

Account2 If there is an Account2 attached to the selected Nominal. Follow exactly the same process for selecting a Nominal and Account. If there is no Account2 attached, the cursor will have moved to the description field.

OK If the coding rules are broken (see 02 Manual Coding Rules) then an N will appear in the OK column and an error message will appear in the bottom of the form in red showing what type of error has been made on that line. You will **not** be able to post the document until the error or errors on each line have being corrected.

Description Enter a description for this line of the entry. The description should be a meaningful one, and has a maximum length of **30 Characters**.

Authorisation This document input form has the ability to enter an authorisation on **each line** if required. Press Tab again to bring up a drop-down list of the individual users who can authorise the line. This means authorised to spend on the account. Please remember therefore to **obtain authorisation before** completing the document.

Highlight the user name and **double click**, or click on **Select.** This places the authorised user in the **Auth** field on the document.

Amount Make sure you follow the earlier rules to get the **sign correct** on your entry. The rule is that if the control total box has a negative number in it then you will need to enter your values as positives and vice-versa.

Press Tab to move the cursor to a ‘rest’ field. Press Tab again if this is not the last line of the journal. Repeat the sequence for all lines in the journal. There is no limit to the number of lines you can enter on the journal.

The Nominal, Account and Account2, the description of your selection appears at the bottom left of the input screen. If you are entering multiple lines, the descriptions are for your entries on the current line.

When you have completed all your entries, the total in the control box should be **0.00**. If not, go back and alter your entry until the total is 0.00 as the document will only post if the total in the Control Box is **0.00.**

Press the **F9** key to post the document.

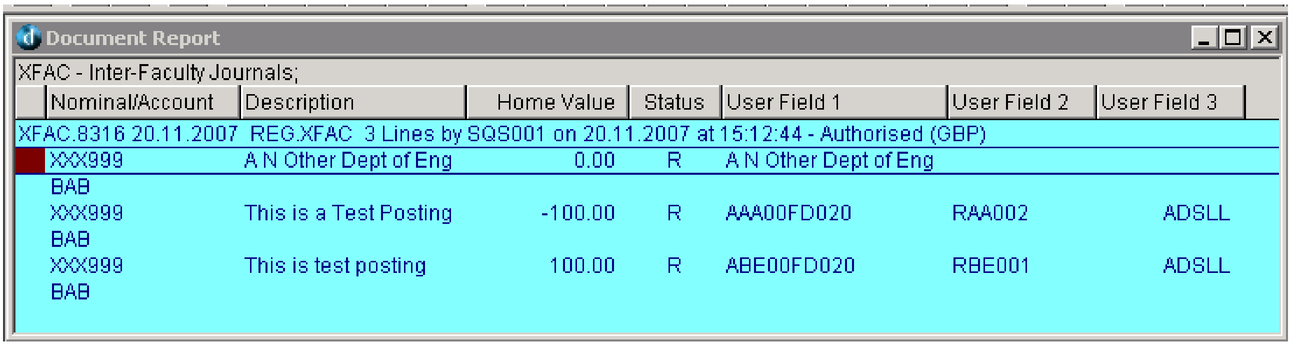
Remember that posting the document retains the document in the REGISTER, not in the books. Individual users do not have the authorisation to release postings from the REGISTER it is done by Finance.

If you want to review the postings made, select **File – Recent Documents**. This will list the last four documents you have created. Double click on the first document listed. You will see that the codes you entered on the document do **NOT** show up as the Nominal / Account1 – instead DREAM has posted your entry to **Suspense Codes – Nominal XXX999** and **Account1** the same as the **Recipient Faculty** you entered on the document**.**

DREAM does this to enable the document to be completed when the recipient has added their codes. While the document is still in the **Register** awaiting completion, DREAM has placed your **codes** in columns called **User Fields 1,2 and 3**. Also included in UserField 3 are the usernames of the authorisers of both the originator and

the recipient document. There is now a third line in the posting that shows a 0.00 value – this indicates that the document is complete. The narrative on this line shows the name and department of the recipient.

To be able to see the additional data, **right click** anywhere in the body of the report and select **Columns** from the options. Highlight **Userfields 1, 2, and 3** on the selection screen and **click OK.**


Document Report

XFAC - Inter-Faculty Journals;

Nominal/Account	Description	Home Value	Status	User Field 1	User Field 2	User Field 3
XFAC.8316 20.11.2007 REG.XFAC 3 Lines by SQS001 on 20.11.2007 at 15:12:44 - Authorised (GBP)						
XXX999	A N Other Dept of Eng	0.00	R	A N Other Dept of Eng		
BAB						
XXX999	This is a Test Posting	-100.00	R	AAA00FD020	RAA002	ADSLL
BAB						
XXX999	This is test posting	100.00	R	ABE00FD020	RBE001	ADSLL
BAB						

If you are a recipient it is in your interest to clear the document as quickly as possible to ensure the entries appear in the books. If you have a query or wish to dispute the charge you must contact the originator straight away. If a document requires cancellation contact the Systems Office (6560/6860). Requests must be with the agreement of the originator

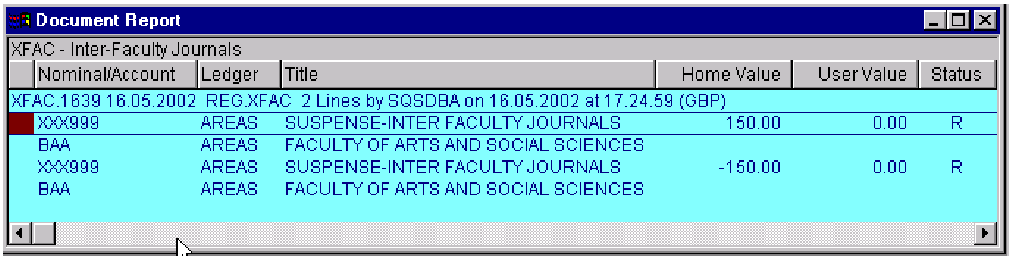
THE FINANCE OFFICE WILL DELETE ALL XFAC DOCUMENTS, WHICH HAVE NOT BEEN COMPLETED AFTER THREE MONTHS & AT THE YEAR END.

8.3 VIEWING INTER-FACULTY TRANSFER DOCUMENTS

You can enquire at any time on the status of your document – i.e. whether the recipient has completed their side of the entry, or whether it has been posted to the books once completed.

To view the status, run a Document Report (see earlier instructions for Recipient)

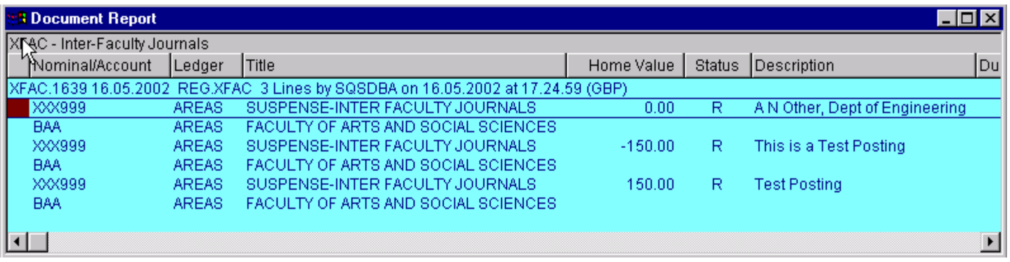
If the document is still awaiting completion by the recipient, the document report will appear as below.


Document Report

XFAC - Inter-Faculty Journals

Nominal/Account	Ledger	Title	Home Value	User Value	Status
XFAC.1639 16.05.2002 REG.XFAC 2 Lines by SQSDBA on 16.05.2002 at 17.24.59 (GBP)					
XXX999	AREAS	SUSPENSE-INTER FACULTY JOURNALS	150.00	0.00	R
BAA	AREAS	FACULTY OF ARTS AND SOCIAL SCIENCES			
XXX999	AREAS	SUSPENSE-INTER FACULTY JOURNALS	-150.00	0.00	R
BAA	AREAS	FACULTY OF ARTS AND SOCIAL SCIENCES			

If the recipient has completed their entries, the Document Report will appear as below, with an additional line:

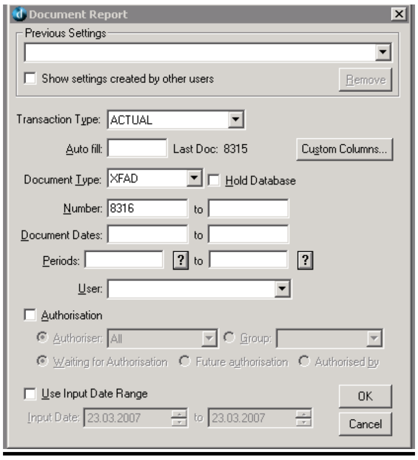

Document Report

XFAC - Inter-Faculty Journals

Nominal/Account	Ledger	Title	Home Value	Status	Description	Du
XFAC.1639 16.05.2002 REG.XFAC 3 Lines by SQSDBA on 16.05.2002 at 17.24.59 (GBP)						
XXX999	AREAS	SUSPENSE-INTER FACULTY JOURNALS	0.00	R	A N Other, Dept of Engineering	
BAA	AREAS	FACULTY OF ARTS AND SOCIAL SCIENCES				
XXX999	AREAS	SUSPENSE-INTER FACULTY JOURNALS	-150.00	R	This is a Test Posting	
BAA	AREAS	FACULTY OF ARTS AND SOCIAL SCIENCES				
XXX999	AREAS	SUSPENSE-INTER FACULTY JOURNALS	150.00	R	Test Posting	
BAA	AREAS	FACULTY OF ARTS AND SOCIAL SCIENCES				

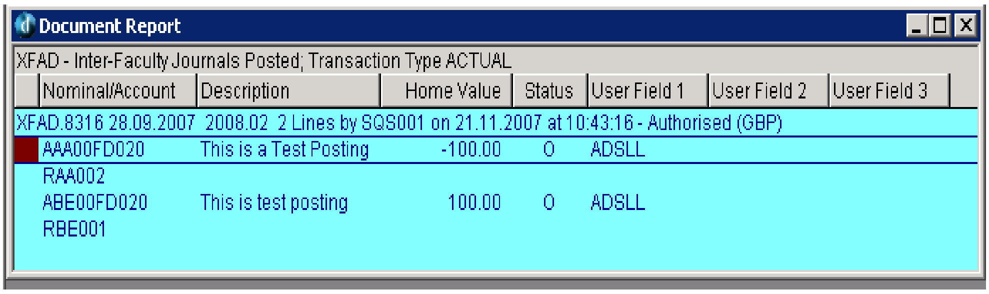
If the completed document has been created in the books, by Accounting Services, you will get an error message as below.

This error message arises because DREAM changes the document type from **XFAC** to **XFAD** when it creates the completed document in the books. Although the document type has changed, the original document number is retained. To see the completed entry, run a Document Report and complete the selection screen as below



Leave the Period boxes blank.

The Document Report for a completed XFAD is shown as below



The **nominals and accounts** entered by the Originator and the Recipient now **appear in the posting fields**, and have disappeared from the User Fields 1 and 2.

The **user names** of the **authorisers** of both the **Originator** and **Recipient** documents now appear in **UserField 1.**

Appendix I – Amendments to Manual

Date	Page(s)	Description of amendment
21.10.2002	26-31	Change to Customer Contact information. New pictures on pages 26, 27,28 & 31. Amendment to narrative on pages 28 & 29
17.02.03	26	New pictures for Sales Order request with advice to clear memory before adding sub-sequent documents
24.01.2005	11	Correction to Research Journal Authorisation routine
Dec 2005		Fully checked and updated
Feb 2008		Updated for Dream 3.2
Aug 2009	12-14	Change to Sales Invoicing – post and print/attachments

Appendix 2

REQUEST FOR AN OFFICIAL UNIVERSITY CREDIT NOTE

INVOICE NO. TO BE CREDITED
Account No.
Credit Note No. (Finance Office Use ONLY)

Customer Details

For the attention of ....

Company Name ....

Address ....

....

....

Postcode ....

Telephone ....

Special Instructions

Credit Note Details

Description of goods/services provided Total £

....

....

Reason for credit note ....

.... Sub-total ....

.... Vat @ 17.5%

=============

Your Details

Name (Block Capitals) Department

....

Signature Ext Date

....

Analysis Details

Nominal Account Value (excluding VAT)

....

Authorisation (Finance Officer) .... Date ....

Authorisation (To be signed by the Director of Finance) .... Date ....

Unsigned, incomplete, or illegible forms will be returned by the Sales Invoice Section for completion or amendment. Please return the completed form to Sales Invoicing Section, Exchequer Services, Finance (ext. 5307).